G. R. S. IX-5]

Previous references.

1917.

(Gen: Instr:)

File No. 39-17

Serial Nos. 1

Later references.

Prepare

12/1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for January 1918.

SUBJECT.

Standardisation of draft forms for the G.R.S.

W D 88—GPB—50,000—24-7-16

Samuels

8-3-18

GENERAL AND REVENUE SECRETARIAT.

(G. R.)

NOTES.

File No. 39/17

FILE HEADING.

Standardisation of draft forms for the G.R.S.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Extract of the orde
of the Secnd membe
of Council on the subj
file No 85 of 1917.

"Record orders should
be in standard form"

Initld
-N.B.B
19/11/17

1) Submitted to the Registrar
for such action as
may be deemed necessary

4/12/17 2) Propose a standard
form for ~~being~~ getting printed

N.B.
4/12

3) A draft standard form is
hereto subd as directed for
approval.

4) It may here be suggested
that this draft may be circulate

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

GEN FINANCIAL 7
8 DEC 1917

H.O
71 1439-17

Circulated.

6.12.17
Br. I

" II The form is suitable
mm 7/12/17

" III. The proposed form may be adopted - Nil. reforms

" IV I agree Br.

" VI 7/12/17

" VII. The form may be adopted. Only a limited no may be got printed as such cases will be not be many.

am
15/12/17

to other branches for asking whether it is suitable.

mm
5/12/17

Put up form for 'fair' also

Br.
6/12

Draft form for 'fair' also is submitted as directed above.

JAK
6/12/17

Circulate

Br.
6/12.

Br I. The ordinary draft progs form will serve the purpose as well - The proposed form will scarcely minimise writing work - If however, one is considered necessary, it may stand -

8/12/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

GEN. & [illegible]
[illegible]
10 DEC 1917

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Standard forms with the word "Recalled" are not available. They will have therefore be standardised and get printed.

PRR
30/11/17

Yes. may be done in the usual way.

VS
1/12/17

Subd.

The slip containing the remarks of the Second member of Council is hereunto attached.

The circulation is complete and all the Branches practically have agreed to the adoption of the form proposed.

PRR
15/12/17

VS

Ref

The Standardised "Recall" form proposed may be approved. Nos will be given & number printed & copies furnished to the Branches.

(Chief Rec)

RR
15/12

Yes.

VS
7/12/17

In the other standard forms the printed forms can be used in fair copies also as possible. Saving typing work - Regret we will have to consider this aspect.

VS
17/12/17

This was done RR 18/12

(Code Sect)

18/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

2000 Copies of the draft
& 500 Copies of the form
may as usual be got
printed

Sinbd Carthach.

Draft to Prov. to Subd.

Minnie B

19.12.17

Why not mimeograph do it
Brendan
Ref farm.

Bn
19/12

Subd.
We have not a supply of blue foolscap
paper for the draft

Minnie B
20.12.17.

Bn
20/12

To Printing Section for needful

Veeeeee
20/12

The forms were printed.
This may be recorded

Minnie
22.1.18

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

REVISED 1918
GENERAL
MAR. 1918

GRS. VI-9/38 ~~Draft~~ Gen 39-17-1 6

Subject

46

Section

File no.

Serial no.

Diary no of letter replied

Proceedings of the Govt of H. H. the Maharaja for the

Gen/Rev Sectt.

( )

the —— 191

Read

Letter no

dated ..... from the

Date of issue ..... stating

Signed by ..... or forwarding .....

order thereon no:—

Recorded

May this be:-

(i) Printed?

(ii) treated as standing order?

(iii) Published in the Gazette English part?

(iv) translated?

(v) Placed at the disposal of the Press?

(vi) published in the Gazette Kannada part?

Seen to Govt

To